



JOB DESCRIPTION

Job Title: Cook On-call

Reports To: A Woman's Place Program Director and/or Program Coordinator

Status: Non-Exempt

PRIMARY RESPONSIBILITY:

The Cook On-call is responsible for food preparation, food transportation, assisting the Food Service Manager in maintaining an institutional kitchen in a well-run manner, preparing healthy, nutritious meals while maintaining sanitary conditions. This position classification works on an as-needed basis.

ESSENTIAL JOB DUTIES:

- Food preparation for multiple sites and special events.
- Assist the Food Service Manager in menu planning.
- Assist in ordering, tracking and maintaining inventory of all food and food preparation products.
- Maintain sanitation standards.
- Assist in the cleaning and maintenance of the kitchen and equipment.
- Assist in transportation of prepared meals to multiple sites.
- Adhere to established policies and procedures.
- Training and meeting attendance.
- Other duties as assigned.

QUALIFICATIONS:

- Adequate literacy skills; reading comprehension required.
- Thorough knowledge of food preparation, menu planning and sanitation techniques.
- Two (2) years experience as a Cook in an institutional setting or background in quantity cooking.
- Ability to work independently and cooperatively.
- Ability to interact favorably with clients and volunteers.
- Ability to work in a kitchen environment, performing essential physical duties, such as lifting 50 lbs.
- Clean driving record and a current California driver license.
- CPR and first aid certification within 90 days of hire.

SALARY & HOURS:

- Hours: On-call
- \$15.00 per hour.
- The position is located in San Francisco, California.

TO APPLY:

Email your cover letter and resume to: jobs@catsinc.org with the position title in the subject line.
EMAIL IS PREFERRED.

Then, visit our website www.catsinc.org/careers to fill out our online job application and mandatory forms and email to the email address above.

Alternately, you may fax your materials to (415) 241-1176 or mail your materials to:

Attn: Human Resources
Community Awareness & Treatment Services
1171 Mission Street
San Francisco, CA 94103

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